

## KENTUCKY STATE UNIVERSITY FACULTY HANDBOOK, PP. 2.59-2.61

### 2.14 COMPENSATION POLICIES

#### 2.14.1 Academic Year Salary Increases for Full-Time Faculty

Normally there will be a salary increase each year which will be based on merit, current inflation rates and any labor market factors which may pertain to appropriate compensation for the faculty member. Merit is determined in part by faculty evaluations which are explained in Appendix I of this *Handbook*. The evaluation is reviewed by the Chairperson, Dean, Provost/Vice President for Academic Affairs and the President of the University. Each level makes a recommendation to the next highest. Finally, the President makes a final decision on salary levels.

#### 2.14.2 Salary Payment Schedule for Full-Time Faculty

##### 2.14.2.1 Normal Pay Schedule

Faculty members are paid on a semi-monthly basis. Payment for days worked the first through the fifteenth of the month is made on the fifteenth day of the month. Payment for days worked the sixteenth through the last day of the month will be made on the last working day of the month.

End of the semester pay checks will not be released until all course grades are submitted in accordance with stated procedures to the Office of the Registrar and in accordance with the University's regular date for payroll. If the faculty member is ending employment with the University, he or she must also complete the University's clearance procedures before receiving the final check.

Payroll checks are distributed to faculty members by the appropriate Chairperson or Dean, or the individual faculty member may pick up his or her paycheck from the Office of Personnel. Faculty members should check with the Office of Personnel for information on salary deferral policy and on automatic check deposit.

#### 2.14.3 Summer School and Internal Overload Compensation

The following policy governs school and internal overload compensation for a faculty member teaching classes.

##### 2.14.3.1 Summer School Instruction; Instructional Overloads

The compensation for faculty members who teach and/or perform other faculty functions and assignments during the regular summer session or carry an instructional overload during the academic year shall be paid a percentage of the faculty member's academic year salary, but the compensation shall not exceed the dollar ceiling as stipulated below.

The compensation rate for teaching a full load (i.e. six credit hours) of normal size classes during the regular summer (six weeks) shall be 11% of the faculty member's academic year salary or a maximum of \$2,742 or 12.5% of the faculty member's academic year salary or a maximum of \$3,222 if the faculty member teaches a full load of normal size classes and performs other duties. The formula for determining the amount of compensation for less than six hours shall be the number of hours divided by 6 times 11% or 12% (whichever is appropriate) of the annual salary or a maximum \$457.00 or \$537.00 (whichever is appropriate) per credit hour.

#### 2.14.3.2 Reduction of Load as Compensation for Internal Overload

It is recognized that there are times when the University cannot avoid compensating a faculty member on an overload basis; however, insofar as possible the University will deal with overload situations by reducing the faculty member's load in the subsequent semester by an amount equal to the overload of the prior semester. If it is unlikely that a faculty member with an overload one semester will be able to get an under load the next semester, then overload compensation will be paid in two installments during the current semester.

The appropriate Dean will be responsible for making this determination and will transmit a recommendation to the Provost/Vice President for Academic Affairs.

#### 2.14.3.3 Other Internal Overloads

In the absence of any approved fee schedule, per diem compensation for internal overload activities shall not exceed 1/195 of the academic year salary for faculty members on academic year appointments and 1/260 of the 12-month salary for faculty members on 12-month appointments. Faculty members on academic year appointments may be employed on a full-time basis during the summer in administrative assignments to work on sponsored projects, etc., for a maximum of 2-1/2 months with monthly compensation not to exceed the rate of one-ninth the previous academic year salary per month.

#### 2.14.4 Compensation for Adjunct Faculty

Each adjunct faculty member shall be paid 50% of the total compensation for each course being taught at mid-term and the final 50% upon completion of the course, the delivery of final grades and such other records as the administrator of the unit may require.

It shall be the responsibility of the academic administrator of the unit in which the course is listed to initiate the pay documents relating to compensation and expenses.